Scheduling a Proctored Exam as a North Carolina Central Student
Login to the UNC Academic Services Portal located at:

https://services.northcarolina.edu
(Use your Eagles ID and Passphrase)
Click the “Login” link
Click the “A UNC Member” Tab
Select “North Carolina Central University”
Enter your User ID and Password then Click “Sign In” or press Enter key

User ID is the same as your University ID. Do NOT include the @eagles.nccu.edu domain name.

Password is the same as your NCCU Passphrase.

Click “Sign In” button or press the Enter key after entering UserID and Password.
Locate the course(s) offering exams. Click the ▼ symbol to see exams list.

In this example, only 2 courses are listed: CIS 2400 and HUM 2420.

NOTE 1: The “Contact Instructor” button allows a student to email questions to his/her professor for exam details.

NOTE 2: Only 1 course (CIS 2400) has exams listed at this time.
Exams list

Welcome to your exam management page. Below you will see your courses listed. You will also see information about exams when they are provided by the professor. You will then have the ability to schedule your proctored exams.

- CIS 2400 - OL1 - Fundamentals of Information Sy - Summer 2011 - You have 1 exam for this course.
  - Final: June 21 at 12:00PM (noon) to June 22 at 12:00PM (noon) (EST)
  - 2 Hours
  - Online Exam
  - Status: Available for Scheduling
  - Schedule Exam

- HUM 2420 - OL1 - Arts &amp; Humanities II - Summer 2011 - No exams have been created for this course.

Continue to next slide for closeup.
Only 1 Exam is offered for selected course (CIS 2400). Some courses will have multiple exams.

Exam Time Frame (established by professor) Lists exam dates and time for each exam.

Click “Schedule Exam” button to proceed.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Duration</th>
<th>Format</th>
<th>Status: Available For Scheduling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final</td>
<td>June 21 at 12:00PM (noon) to June 22 at 12:00PM (noon) (EST)</td>
<td>2 Hours</td>
<td>Online Exam</td>
</tr>
</tbody>
</table>
After you click the button, the following screen will come up:
Step 1: Select Exam section. Click the button next to the exam you wish to schedule.

Exam detailed information. Note the “Other Requirements” field.

Special instructions for your exam are listed here. Note: Your instructor may have special instructions NOT listed here.
Go to the “Step 2: Select Proctor” section. Click the “Find A Proctor” button to proceed.
Verify the city, state, and country for the preferred testing site.

Existing proctors and/or testing centers listed in the area.

Geographic location

Zoom feature

Note some proctors are free and others charge a fee.

The map feature allows the user to view the location of the testing sites in the area. The zoom and direction features allow the user to change the viewing area.
Click on the preferred test proctor/test site link.
Click on the “Schedule Exam” button.

Click either “Scheduled Exam” buttons.
Scheduling the Exam

IMPORTANT NOTE: For many proctors, you will get a different option in Step 3, which will be addressed shortly. In this example, the Step 3 section only wants you to select a date for this screen.

Click the drop-down menu to select the exam date.

Note: The Selected Proctor Details section provides information regarding the proctor's physical address, telephone number, email address, notes to students, and special requirements, such as proctoring fees.

IMPORTANT NOTE: Students need to ensure that the proctor can provide the appropriate resources to support your exam format (Internet access, for example).
Select Exam Time

1. Select Exam
   - Select the exam you wish to schedule a proctor for:
     - Final - CIS 2400 - OL1

2. Schedule an Exam Details
   - Exam Date(s): June 21 at 12:00 PM (noon) to June 22 at 12:00 PM (noon)
   - Instructor: Donna Grant
   - Duration: 2 Hours
   - Exam Type: Online Exam

3. Click the radio button next to the preferred exam time.

4. Click Schedule button to go to the next screen.

NOTE: All appointment times are listed in (GMT-05:00) Eastern Time (US & Canada), which is the timezone of the selected proctor.

Currently Available Times:
- 12:00 PM - 02:00 PM
- 01:00 PM - 03:00 PM
- 02:00 PM - 04:00 PM
- 03:00 PM - 05:00 PM
- 04:00 PM - 06:00 PM
- 05:00 PM - 07:00 PM
Scheduled Exam Confirmation

**Note:** Confirmation page indicates the course name, exam name, exam time and date, testing location, and scheduling status.

**IMPORTANT NOTE:** To cancel or re-schedule an exam, click the “Cancel” link.
SCREEN SHOT FOR STEP 3 (FOR MOST PROCTORS)

See next slide for close-up view of the Step 3 message.
Close-up of the Step 3 message (for most proctors)

**HIGHLY IMPORTANT NOTE:**
FOLLOW THESE INSTRUCTIONS

Click the box AFTER you have received confirmation from your proctor.
Step 3: Schedule Exam

This proctor does **NOT** use online scheduling. **You need to contact them directly to schedule an appointment.** Once your appointment has been confirmed, you will need to enter it below or your exam will not be sent to this proctor.

Exam must be scheduled between June 21 at 12:00PM (noon) and June 22 at 12:00PM (noon) (EST)

☐ I have secured and confirmed a testing date/time with my approved proctor.

**Date:** [___]

**Time:** [___] [___]
Select the exam date.

Click the calendar icon to open calendar function.

Click the date the proctor has agreed to meet you.
Type in the time scheduled to take the exam (use the hh:mm format).

Enter exam time here.

Use the drop-down arrow to select AM or PM.

Click here to complete registration.
The confirmation page (sample shown below) verifies your exam has been scheduled.

Note: Confirmation page indicates the course name, exam name, exam time and date, testing location, and scheduling status.

IMPORTANT NOTE: To cancel or re-schedule an exam, click the “Cancel” link.